

# BAYSHORE SANITARY DISTRICT

## MINUTES

Special Meeting of

June 16, 2015

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**Opening of Meeting:** The meeting was called to order at 7:03 P.M.

**Roll Call:**

Present: Gallagher, Quinteros, Rizzi, Swanbeck, Tonna

Absent: None

Also: Maintenance Director Landi, District Engineer Yeager, Clerk Landi

**Oral and Written Communications:** *(Concerning matters not on the Agenda; no action will be taken nor will extended discussion be permitted.)*

- (1) Communications from members of the public  
None
- (2) Communications from members of the District Board and Staff  
None
- (3) Acknowledgment of recent correspondence to the District  
We recently received information about the CASA August Conference. At this time no Director plans to attend.

**FY 2014-15 CIP:**

- (4) Review bids and award contract to lowest responsible bidder for replacement and/or repair of existing facilities within the City of Daly City (citywide)

On May 29, 2015, the District gave notice inviting bids to be submitted by June 16, 2015, for the 2014-2015 Capital Improvement Project, by published notice and/or posting in accordance with the California Public Contract Code and applicable law.

On Tuesday, June 16, 2015, by 2:00 p.m., District representatives received 3 bids for the project. Stoloski & Gonzalez bid is \$128,500; D'Arcy & Harty bid \$134,700; and the high bid was \$177,728 from Rodan Construction. The Engineer's estimate was \$131,000. At 2 P.M. the bids were opened and examined and read aloud. There was an irregularity with the lowest bid but it was not substantive. The Stoloski & Gonzalez bid item for mobilization was \$17,000. The contract document called for mobilization at the rate of 10% of the total bid. Engineer Yeager discussed this with Counsel Bakker and was told that it was not substantive because it did not change who the low bidder is; we can issue the notice of award to Stoloski & Gonzalez. The notices advises the contractor that they are the lowest bidder and that applicable documents must be submitted.

The District determined that Stoloski & Gonzalez was the lowest monetary bidder, and its bid was responsive to the notice inviting bids, except for certain minor irregularities that the District has waived.

Director Swanbeck made a motion to award the 2014-2015 Capital Improvement Project to Stoloski & Gonzalez and directed staff to send the contractor and all other bidders written notice of award of the project. The award shall be conditioned on the Contractor providing all bonds and insurance certificates within ten calendar days of receiving written notice concerning award of the project. Any bid protests shall be submitted and addressed as required under the Notice Inviting Bids. In the event that Stoloski & Gonzalez does not provide all of the required documents on the checklist within ten calendar days of receipt of notice of the award, it was further moved to authorize the Board to award the 2014-2015 Capital Improvement Project to the next lowest responsible and responsive bidder, D'Arcy & Harty, subject to the same conditions. It is further moved to allow the President or Vice President of the Board to execute any contract documents on behalf of the Board, provided all required documents are received and subject to approval as to form by the District's legal counsel. The motion was seconded by Director Tonna and passed by the following roll call vote:

Ayes: Gallagher, Quinteros, Rizzi, Swanbeck, Tonna

Noes: None

**Fiscal Year 2015-16 Budget Workshop:**

The Board and Staff were provided with a budget worksheet which included the amounts budgeted for Fiscal Year 2014-15 and the projected revenues and expenses through June 30, 2015. During discussion of revenue projections the Engineer reported that the estimated sewer service charge for 2015-16 is less. This is due to less flow from the landfill industrial discharge and a decrease in residential water usage.

With regard to capacity entitlement Mr. Yeager said that there will be an increase over the prior fiscal year. There is significant usage by the Royal Palace and Town Motel.

After reviewing the accounts one-by-one, Total Revenues and Contributions were set at \$1,440,400. Operating expenditures were reviewed account-by-account, needs assessed and budgeted at \$1,160,400. Capital projects were budgeted in the amount of \$280,000. Total Expenses and Contributions is \$1,440,400. The preliminary budget is subject to change before final approval at the July 23<sup>rd</sup> Public Hearing.

**New Business:**

(5) Reports on other matters: no action will be taken

None

**Adjournment:**

A motion made by Director Tonna, seconded by Director Swanbeck and passed to adjourn the meeting at 8:14 P.M. The next regular meeting is June 25, 2015 at 7:00 P.M.

Submitted by Joann Landi